



USAID | HONDURAS

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Vacancy Announcement USAID FN No. 09-009

Position Title: Mail & File Clerk

Full Level of Performance: FSN PSC - 05

Area of Consideration: All interested candidates who have the required work and/or residency permits

Location of Position: Executive Office (EXO)
Tegucigalpa - Honduras

Closing Date: July 03, 2009

Hours of Work: Monday through Friday (40 hours per week)

BASIC FUNCTION:

Serves as Mail and File Clerk for the Records and Correspondence (C&R) Office. Is responsible for the receipt, distribution, and dispatch of correspondence Mission wide to and from local and American employees. Installs audio-visual equipment required for official in-house and outside presentations. Serves as C&R Supervisor in his/her absence.

MAJOR DUTIES AND RESPONSIBILITIES:

% OF TIME

- 1.-Assists with internal C&R functioning procedures, such as:
 - a.-Processing of cables, faxes, incoming letters, memos, etc.
 - b.-Classifying and distributing local newspapers for the Mission.
 - c.-Preparing administrative costs (OE, Project) of Courier Services, telephone bills of MD's and C&R's office, and of local correspondence. 25
 - d.-Preparing payment vouchers of telephone bills for MD's and C&R's faxes.
 - e.-Keeping abreast of Embassy's IPC and APO offices current policies and practices.
- 2.- Processing of cables into the Webgram System. Additionally, the incumbent is responsible for determining how many copies have to be made according to distribution; pulling suspense copies and making appropriate distribution to the concerned offices; and sending all the outgoing cables. 20
- 3.-Serves as APO Mail Clerk. Responsibilities include:
 - a.- Picking up and delivering packages from and to the Embassy's mailroom for FSNs and Americans, drives to pick up and deliver packages when necessary.
 - b.-Assisting with the control and distribution of APO's personal and official packages
 - c.- Preparing all of the correspondence to be delivered through the APO (stamping, weighting, insuring and certifying all packages. 20
 - d. Visiting the Ambassador's office and the mailroom four times a day in order to pick and deliver cables.
- 4.-Assists with fax machines by sending messages until successfully transmitted, making photocopies, and distributing the messages. 10
- 5.-Assists in the reproduction area by making photocopies and/or binding material upon request; providing minor repairs to the photocopiers; changing toner to the copiers; reporting copiers that are not working properly to Xerox or Canon suppliers; and moving of copies between offices when required. 10
- 6.-Assists in setting up the audio and video equipment. This includes setting up data shows, screen, microphones and laptops and picking up audio video equipment from the offices after these have been utilized. 10
- 7.- Other Duties as assigned:
 - a.-Serves as the backup to the C&R Supervisor and to the Mail Clerk in his/her absence, and provides work guidance to one FSN-3 Mail & File Clerk; 5
 - b.-Performs other duties as requested by the C&R Supervisor and/or Assistant Executive Officer.

MINIMUM REQUIRED QUALIFICATIONS (Applicants must fill all requirements)

- EDUCATION:** Completion of secondary education in Business Administration, Computer, Accounting or related field is required.
- EXPERIENCE:** Two (2) to three (3) years of previous clerical and/or general work experience in mail handling, and clerical work is required. Knowledge in the handling of peripheral and non-motorized equipment is required, such as but not limited to: photocopiers, audio-visual equipment, scanners, fax machines, printers, shredders, and binding machines.
- LANGUAGE:** Level III (Good Working Knowledge) in English and Level IV (Fluent) in Spanish are required.
- KNOWLEDGE:** Strong knowledge of computer software (Microsoft Office) and knowledge of installation and management of computer peripheral equipment and reproduction equipment (audio/video equipment, scanner, fax, printer/copier, etc.) are required.
- SKILLS AND ABILITIES:** Skill in learning and subsequently operating computers, calculators, photocopiers/printers, shredders, faxes, scanners, data-show, Video and audio equipment set up, binding and punching documents. Needs to have a pleasant personality and customer service skills in order to communicate at various levels, as well as tact and diplomacy when handling sensitive information and dealing with different staff levels. Must have the ability to operate non-motorized equipment. Demonstrated ability to use software packages that are specific to the job. Must possess a valid driver's license.

Additional selection criteria: The selected applicant will have to satisfy the requirements of a preemployment medical and security clearance. Compensation will be in accordance with the Local Compensation Plan (LCP). The initial appointment may be at a lower grade than advertised (FSN-PSC 5) if no suitable applicant possesses the minimum required qualifications. Locally Employed Staff (LES or FSN) must have been working for more than one (1) year in their present position in order to be eligible to apply. This position is available to all interested candidates who have the required work and/or residency permits. This position is located in the Executive Office at USAID/Honduras – Tegucigalpa.

Qualified applicants should submit their Application for Employment (OF-612) OR résumé to USAID/Honduras **no later than Friday, July 03, 2009**. The Application Form (OF-612) is available by calling at Tel. 236-9320 Ext. 4521 or by accessing <http://www.usaid.gov/hn/employment.html>. Applications can be sent by mail to: **USAID/Honduras EXO/PER, P.O. Box 3453**; by e-mail to: dsilva@usaid.gov; or by fax to: 236-7776 **Att.: Debbie Silva**. Please ensure the application makes reference to the Position Title mentioned in this announcement.

The following websites are available for additional information: <http://honduras.usembassy.gov/vacancies.html> or <http://www.usaid.gov/hn/employment.html>.

Mike de la Rosa
Executive Officer